

Example: THE [Site Name] PROTOCOL EVACUATION PLAN

OBJECTIVE

This plan shall provide instructions for The XXX Team (Team) to perform in case of fire or emergency at the XXXHotel (Site) that will require evacuation of the Site for the well-being and safety of the clients and the entire Team. The Team includes Clinical Services, Client Services, Mental Health Services, Site Management team (SM), and Security.

At the onset of an emergency, a Team member shall use the walkie-talkie radios to alert the entire Team. Client Services supervisor shall coordinate source of the emergency and articulate the details over the radios. The SM shall be responsible to call

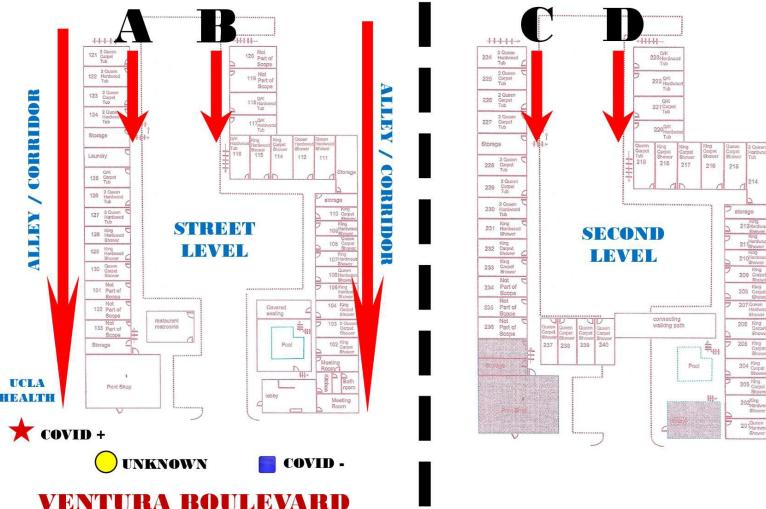
9-1-1 to provide the following information in an urgent, calm, and clear manner.

1. The nature of the emergency (i.e., fire)
2. The nature of our facility
 - a. Medical shelter housing COVID-19 patients
 - b. Most of our patients are people experiencing homelessness
 - c. Some of our patients are experiencing mental illness and substance abuse
3. The XXX Hotel – 15000 xyzzy Boulevard, XXX, town
4. If known, the location of the emergency (i.e., Room 114 on the northeast corner of the property)

Security shift supervisor shall stand in the middle of the parking lot, and, using the bullhorn, alert the entire site of the emergency and that everyone must get out of their room and evacuate the site. Each team has the following responsibilities to ensure the safety of the clients.

SECURITY

1. Each SECURITY staff shall grab an emergency bag containing a mask, gloves and master key located at their kiosk.
2. Put on N95 mask and gloves and proceed to the designated letter (A-B-C-D) on the map below.
3. At your starting point, work your way towards the Boulevard knocking on each door, open each door, handeach client their group sign from their door, and direct each client towards the ground level/Ventura Boulevard.
4. Keep all doors open to indicate that client has evacuated the room.
5. When all clients and Team are at the sidewalk/street, make your way around the alley/corridors at the side of the buildings to ensure no clients are there, and open the gates for emergency personnel.
6. Keep driveway clear for emergency personnel.



SITE MANAGEMENT TEAM

1. SM shall call 9-1-1 as discussed.
2. Grab radios, evacuation bag (complete with N95 masks, surgical masks, and gloves), and group signs.
3. Ensure that all Team members have evacuated workplaces.
4. Meet CLIENT SERVICES staff at the sidewalk in front of UCLA Health building.
5. Distribute the three group signs to three members of CLIENT SERVICES staff.
6. Instruct other CLIENT SERVICES staff not holding signs to assist Team in evacuating clients from their rooms.
7. As clients are joining each group, SM shall ensure that each client has a surgical mask to wear.
8. If Site Supervisor (SS) and Site Director (SD) are onsite, SS and SD shall assist Team in evacuating clients and guide them in front of UCLA Health building.

CLINICAL TEAM

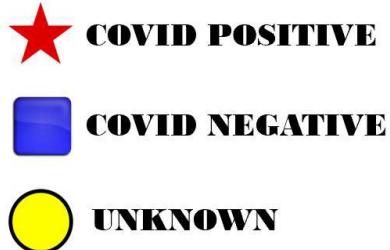
1. Grab radios, resuscitation bag, and wheelchair.
2. All CLIENT SERVICES staff shall meet SM at the sidewalk in front of the UCLA Health building.
3. Registered Nurse (RN) shall work with CASE MANAGEMENT shift supervisor in front of the UCLA Health building in directing clients to their designated group per their group sign.
4. For CLIENT SERVICES staff holding a sign, situate yourself at your designated location according to the map and wait for clients to join your group.
5. For CLIENT SERVICES staff not holding a sign or coordinating with CASE MANAGEMENT supervisor, assist Team in evacuating clients from their rooms and guiding them to their designated group.

CLIENT SERVICES (Case Management) /MENTAL HEALTH

NOTE: It is the responsibility of CASE MANAGEMENT to have an updated roster of clients with their COVID-19 test status on an accessible electronic device.

1. Grab radios, evacuation bag with N95 masks and gloves, and electronic device which has the current client roster and their status.
2. CASE MANAGEMENT shift supervisor shall work with RN in front of building to direct clients to their group.
3. Other CASE MANAGEMENT and DMH staff shall move towards the source of the emergency and assist in the evacuation of clients in that area.

The following group signs have the following designations:



**KEEP CLIENTS CALM AND SAFE IN THEIR DESIGNATED AREAS
UNTIL EMERGENCY PERSONNEL ARRIVE AND THE SITUATION IS RESOLVED.**